

## Short-Term Training

To help industry meet the need for skills that do not call for fully-trained craftsmen, short-term on-the-job training has been introduced as part of the expanded industrial training program.

Short-term training is available in a wide range of occupations. Sewing machine operators, textile workers, miners, woodworkers, aircraft assembly fitters, lathe operators, foundry workers, welders, furniture makers, food processors, and leather cutters are representative of the short-term skill training projects which have been undertaken. Such training will be provided in almost any skill area where a full apprenticeship is not required.

Depending on the complexity of the skills involved, training periods range from one month to one year. In some instances on-the-job training is supplemented by classroom instruction in co-operation with the Ontario Department of Education. Each training curriculum is tailored to the individual needs of the company and the trainee. Individuals wishing to obtain employment and learn a skill should contact the nearest Canada Manpower Centre.

## The Modular Training System

In this system, the concept of training in industry is based on combining "blocks" or "modules" of common knowledge and skills with "blocks" or "modules" of additional skills which are necessary for specialized job functions. By breaking down an occupation into its various functions it is possible to identify the skill and knowledge blocks required for each function.

A training profile will consist of blocks of basic skills common to all functions in that occupation and blocks of skill required for each specialized job function. Once the individual trainee is equipped with the common blocks of basic training, therefore, he can readily add new blocks of skill to a firm foundation of knowledge previously acquired.

The modular training system permits an orderly integration of school and in-plant training. Its flexibility provides the worker with unlimited opportunity to extend his training in response to changing work requirements or personal ambition, and increases his choice of occupation. At the same time, the system assists employers in training to their own specific skill requirements those workers who already have the basic core of skill and knowledge.

## Benefits of Industrial Training

Industrial training offers many benefits to both the employer and the individual. As an apprentice, you earn while you learn on the job. You train on the most modern equipment, using the latest methods. Your training takes place under the guidance and supervision of a skilled and experienced journeyman. Industrial training can often lead to supervisory positions, which offer better pay, or even to ownership of your own business.

Industrial training helps employers to meet their increasing skill requirements. Productive employees with the technical skill and knowledge necessary to adapt to rapidly changing industrial processes and methods are vital to the continued success and expansion of any manufacturing enterprise. An employer's investment in industrial training develops loyal, long-term employees and potential supervisors.

### District Offices

#### Industrial Training Branch

Barrie 728-3727	Ottawa 731-2556
Belleville 968-8671	Owen Sound 376-5790
Brantford 756-5197	Pembroke 732-9994
Brockville 342-5033	Peterborough 743-4172
Chatham 352-2800	St. Catharines 682-4313
Cornwall 933-4260	Sarnia 337-2165
Hamilton 527-2951	Sault Ste. Marie 949-3331
Kenora 468-6167	Stratford 273-1520
Kingston 542-2853	Sudbury 566-3071
Kirkland Lake 567-7238	Thunder Bay 345-2101
Kitchener 744-5211	Toronto 365-4211
London 438-2911	Windsor 256-8278
North Bay 474-5509	



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Ontario Department of Labour  
Industrial Training Branch  
W. F. Davy, Director

Hon. Gordon Carton, QC, Minister  
T. M. Eberlee, Deputy Minister

# Steps to Opportunity

Government Publications

## Ontario's Industrial Training Program

## Ontario Department of Labour

Industrial Training Branch

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## 20th Century Concept

If you are a young man or woman trying to decide which career will best suit your capabilities and interests, there are several avenues of opportunity open to you – university education, secondary schooling or technical training.

For those interested in becoming qualified craftsmen (or for industries with expanding requirements and opportunities for skilled employees), the Ontario Department of Labour has developed an attractive, modernized industrial training program.

In Ontario "industrial training" has a very definite meaning. It signifies those occupationally-directed training programs which are carried out by industry in partnership with the Ontario Labour Department. To handle its expanded responsibilities the Industrial Training Branch is offering both apprenticeship and short-term training plans.

### What is Apprenticeship?

Basically speaking, apprenticeship is a systematic program of on-the-job and related classroom instruction designed to produce a fully-qualified journeyman or tradesman. Under the direction of a journeyman, you become fully familiar with the material, tools, principles and skills required in the trade of your choice.

Depending on the trade, the apprenticeship period varies from two to five years. During that time, you will be contracted to an employer who is obliged to see that you are properly instructed in all aspects of your trade. As an apprentice, your obligation is to perform your job to the best of your ability.

You earn while you learn, being paid an increasing percentage of the journeyman's rate for the trade as you progress. The exact rate of progression varies, but generally starts at 40 per cent of the wage rate paid the journeyman under whom you are learning your trade, and increasing by 10 per cent in each apprenticeship period.

### Entry Qualifications

Apprenticeship training is available in more than 100 construction, motive power, service and industrial trades and is open to any man or woman 16 years of age or over who is physically fit and has acquired a Grade 10 or an equivalent level of education. If you do not have a Grade 10 academic diploma you may obtain this qualification by night school or correspondence courses. In some instances, the training period is shorter for apprentices with Grade 12 qualifications.

Special tests and interviews are now available for older workers without Grade 10 standing who want to participate in the industrial training program. These tests, designed to determine your learning and intelligence capacity, assist the Department of Labour's counsellors to guide you into the trade best suited to your past experience and interests.

### Choosing the Right Trade

If you are interested in any of the trades listed below you should contact the Department of Labour's Industrial Training Branch, Toronto, or any of the counsellors located at the Department's district offices (listed on the back of this leaflet) and arrange for an interview. The counsellors will be glad to visit you with information about the opportunities in these and many other trades not shown:

**Construction Trades:** air conditioning and refrigeration; brick and stone mason; carpenter; cement mason; electrician; glazier and metal mechanic; ironworker; lather; painter and decorator; plasterer; plumber; sheet metal worker; steamfitter.

**Service Trades:** baker; barber; chef; dry cleaner; hairdresser; radio and television service technician; watch repairer.

**Motive Power Trades:** alignment and brakes mechanic; auto body repairer; automotive machinist; automotive painter; fuel and electrical systems mechanic; heavy duty equipment mechanic; motorcycle mechanic; motor vehicle mechanic; service station attendant; transmission mechanic; truck trailer repairer.

**Industrial Trades:** machinist; millwright; toolmaker.

The counsellor will discuss your educational background and health, as all trades require mental alertness, ability to learn new techniques and a good physical condition. Counsellors will also help you to choose the right trade, outlining future possibilities, wages and other benefits.

Other information will deal with the terms and conditions of your apprenticeship contract, night school or correspondence courses, as well as your obligations and those of the employer during the training period and the part the Industrial Training Branch plays in the apprenticeship program.

**Note to students:** If you are attending a secondary school consult your guidance teacher about the opportunities in industrial training.

### How Apprenticeship Works

When your application is approved by the Industrial Training Branch, you receive an interview card indicating that your qualifications are satisfactory and that you are eligible for employment. You should seek employment through an employer of your choice or through any business agent of local unions connected with the trade involved. The Industrial Training Branch or a Canada Manpower Centre may be able to advise which firms have openings in a particular trade.

When you have found employment, you will be registered as an apprentice by the Industrial Training Branch. You and the employer will then draw up a contract, to be signed by both and specifying certain conditions of employment such as hours of work, overtime and wages to be paid by the employer. If you are under 21, a parent or guardian must also sign.

During the training period, district counsellors will call on you and your employer to ensure that your training program, rate of pay and working conditions are satisfactory.

### Classroom Instruction

There are generally two or more courses of classroom instruction associated with apprenticeship – a basic course during the first year of the contract, possibly an intermediate one, and finally an advanced one toward the end. These courses are arranged in co-operation with the Ontario Department of Education at the nearest College of Applied Arts and Technology.

In the trades of baker, barber, chef and hairdresser the apprentice is assigned to a course of training at a community college immediately on registration of the contract or as soon as possible thereafter.

### Training Allowances

The Ontario Department of Labour provides tuition fees, transportation costs to and from the school at the beginning and end of each course, and a weekly allowance to cover food and accommodation while you are attending school. Financial assistance for this training is jointly shared by the Provincial and Federal Governments.

### Reaching the Goal

When you complete the required training and successfully pass the examinations set by the Department of Labour, you are eligible for a Certificate of Apprenticeship. In many trades you are also eligible for a Certificate of Qualification as a journeyman.

### Government Assistance for Employers

Employers interested in short-term skill training should contact the Industrial Training Branch, Toronto, or the nearest district office. The Industrial Training Branch will assist employers in assessing training requirements, developing curricula, locating and placing trainees, supervising training programs, and sharing in the costs of training.